State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. CORPCDRAC84R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Executive Administration
4. Civil Service Position Code Description Corrections Program Coord-A	**10. Division** Offender Success Administration
5. Working Title (What the agency calls the position) College Facility Coordinator	**11. Section** Education
6. Name and Position Code Description of Direct Supervisor TYLUTKI, SHAWN; DEPARTMENTAL MANAGER-3	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1	**13. Work Location (City and Address)/Hours of Work** Richard H. Handlon Correctional Facility 1728 Bluewater Highway, Ionia, MI / M-F, 8am-5pm

14. General Summary of Function/Purpose of Position

Recognized resource for coordination and administrative oversight of the Postsecondary Education program for Richard H. Handlon Correctional Facility. The Offender Success Administration's Education Section implements practices and educational opportunities in prison that promote successful outcomes such as degrees and certifications to prepare offenders to transition from prison to their community. This position will work with college partners in the community and facility staff for offender participation in college services and postsecondary educational programming during their incarceration at the facility; complete recruitment, enrollment, termination and referrals within departmental data systems; document and authorize programming and classes; schedule and facilitate meetings involving departmental staff and college providers in the community. This position will collect, analyze, and maintain program data necessary to meet Pell grant program reporting and evaluation requirements.

This is a position in which the incumbent has regular unsupervised access to and direct contact with prisoners and is a DART (Drug/Alcohol Test Designated) position in accordance with Civil Service Rules.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 40**

Recognized resource for the coordination and oversight for the participation of prisoners in postsecondary educational programming.

Individual tasks related to the duty:

- Recruits students and conducts surveys and interviews to determine prisoners' areas of interest related to postsecondary education.
- Meets with prisoners to explain program requirements and application process.
- Administers screening/evaluation instruments to potential candidates for postsecondary educational programming. Reviews degree interests and aptitudes while considering potential release dates, misconducts, and security levels.
- Evaluates applications, reviews prisoners' educational and behavioral histories, and determines eligibility for enrollment.
- Researches available education/degree programs to evaluate best fit for each prisoner. Places students on the most appropriate participation list to enroll in and attend college programs likely to enhance students' success after release.
- Develops a college education plan by evaluating each student's collegiate needs and resources and updates plan regularly.
- Collaborates with Employment and Education Counselor to ensure appropriate workforce development plan and assist prisoners with strategies for successful transition into the workforce upon release utilizing postsecondary education.
- Develops a schedule for student attendance for each semester.
- Works with individual prisoners to determine course electives and credit requirements.
- Plans and collaborates with Central Office (COF) staff and oversees process for prisoners' transfer between prisons to better facilitate educational plans.
- Confers with prisoners regarding attendance practices, behavioral expectations, proper equipment usage, and time management skills.
- Facilitates communications between prisoner students and college advisors.
- Recommends accommodations or potential vocational-based programming for students experiencing academic difficulties.
- Establishes and maintains continuous pools and waiting lists ensuring colleges have an equitable group of candidates that represents a diverse population as it relates to race, ethnicity, gender, age, religion, and abilities.
- Identifies potential barriers to successful completion of postsecondary assignments and makes necessary referrals.
- Authorizes, monitors, and terminates prisoners' participation in college services through the postsecondary program. Reviews prisoner files for programming needs and recommends programming changes as appropriate.
- Prepares reports and compose correspondence related to the program(s) as necessary.

Duty 2

General Summary: **Percentage: 20**

Collaborate with postsecondary partners to facilitate provision of educational coursework.

Individual tasks related to the duty:

- Obtains custody clearance and LEIN checks for potential non-State of Michigan staff.
- Arranges and/or provides training for potential instructors, classroom aides, etc. Collaborates with the Institutional Training Officer to ensure staff have completed computer-based and in-person institutional training.
- Organizes and plans with the college and the facility to get all curriculum and necessary school supplies into the facility and stored safely at the beginning and end of each semester.
- Serves as a point of contact and resource for questions and concerns from non-DOC entities involved in providing services.
- Facilitates bi-monthly MDOC and college partner meetings.
- Assists school principal and Central Office (COF) college staff to facilitate the Student Voice Counsels (SVC) at the facility.
- Assists with organizing guided tours for college staff and institutional processes.
- Evaluates and process release of information forms for access to education information to college providers.

Duty 3

General Summary: **Percentage: 20**

Collect and analyze data from Postsecondary Education program. Complete documentation and required reports.

Individual tasks related to the duty:

- Conducts entrance and exit interviews with prisoners as a quality assurance measure to ensure all aspects of the Postsecondary Education program are identified and addressed. Prepares reports and related correspondence.
- Utilizes Offender Management Network Information (OMNI) database for every student enrolled in college classes for the purpose of planning, developing, and tracking each student's College Educational pathway. Enter every student's college course credit information to include certifications, associates, and bachelor's degrees into OMNI Statewide Database. Decipher credit requirements for each student's degree toward completion.

- Works with the other College Facility Coordinators to propose, develop, and prepare policy materials, operations manuals, and supporting instructions that will be used statewide to recruit, place and engage offenders for participation in the postsecondary program.
- Collects data from postsecondary providers and facilities. Analyzes the data for the postsecondary program and makes recommendations for program changes to enhance program efficiency and effectiveness.
- Collects program data every semester, including number of students, cumulative GPA, degrees/certificates earned, credits completed, etc., to meet federal grant and other reporting requirements. Maintains detailed records related to each prisoner's progress and achievements.
- Tracks, assesses, and provides specific data each semester regarding the current enrollment, completion rate, courses offered, student drop rates, degrees and certifications earned.

Duty 4

General Summary: **Percentage:** **15**

Administrative oversight.

Individual tasks related to the duty:

- Compiles and analyzes prisoner survey results and provides reports to the Education Manager for use in determining current and future educational opportunities.
- Oversees and manages educational tools used to facilitate programming.
- Represents the facility and the OSA at various meetings, project workgroups and similar work sessions.
- Communicates and collaborates on developing resources and reentry processes.
- Recommends new programs and services and works with CFA staff on implementation strategies.
- Develops and maintains a system to process facility callouts for prisoners to attend services and ensure sufficient space and scheduling to accommodate programing.
- Develops and updates operating procedures specific to each facility.
- Coordinates transfer of selected students and possible removal of students for disciplinary, academic, or other reasons.
- Develops removal and appeal processes for students removed for disciplinary purposes.
- Develops training and mentorship program for new staff.
- Provides feedback and recommends program criteria and standards ensure departmental priorities and objectives are met.

Duty 5

General Summary: **Percentage:** **5**

Additional Duties as assigned.

Individual tasks related to the duty:

- Attends Staff meetings.
- Provides monthly reports.
- Additional duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Decisions on developing processes/procedures covering programming space and scheduling which affect program delivery at the facility.
- Decisions on the administration of courses or workshops offered.
- Decisions on reaching out to community partners and departmental staff on developing programs and services for implementation within the Facility.
- Assessment and delivery of programming activities to ensure a seamless transition back to the community for the paroling/discharging prison population.

17. Describe the types of decisions that require the supervisor's review.

- Final approval for programs and services implemented at the facility.
- Changes to any policy or statewide operating procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, walking, sitting, carrying, and driving a vehicle are the types of physical effort utilized to perform the job. Environmental conditions are constant with working inside a correctional facility and outside in meeting or public appearance participation.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The core responsibilities are: Recognized resource for coordination and administrative oversight of the Postsecondary Education program for Richard H. Handlon Correctional Facility. Working with college partners and facility staff to provide prisoners with postsecondary opportunities and programming; recruiting, authorizing and referring prisoners for programming and classes; documenting enrollment, participation, and/or termination from programming; collecting, analyzing, maintaining, and reporting program data; and scheduling and facilitating meetings involving departmental staff and college providers.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

NEW POSITION.

25. What is the function of the work area and how does this position fit into that function?

The Education Section, within the Offender Success Administration, is responsible for administering all educational programming at prison schools throughout Michigan, including oversight of curriculum, reporting and budgeting. This position coordinates the postsecondary programs in prison.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, physical education or recreation, sociology, school social work, social work administration, educational psychology, family relations, human services, or theology.

EXPERIENCE:

Corrections Program Coordinator 12
Three years of professional experience providing services to inmates, parolees, or probationers in a correctional setting, including one year equivalent to a Corrections Program Coordinator P11, Prison Counselor P11, or Parole/Probation Officer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the techniques and problems involved in organizing group activities.
- Knowledge of security procedures.
- Ability to organize and coordinate activities in a prison setting.
- Ability to interpret and apply laws, rules, and regulations relative to the work.
- Ability to communicate effectively with others.
- Ability to establish and adapt rules to prevent prisoner disorder.
- Ability to provide guidance and direction in activities.
- Ability to organize, evaluate and present information effectively.
- Ability to formulate plans procedures and controls in a program or service area.

- Ability to learn and utilize computer processes.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor | **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CHANTAL VANATTA | 8/30/2023

Appointing Authority | **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee | **Date**